

CHAPTER 4

THE SECURITY FORCE

0400. GENERAL

a. The local Navy security force consists of designated persons specifically organized, trained, and equipped to provide physical security and law enforcement under the authority of a Navy commanding officer. (The mission is limited by both jurisdiction and authority to the protection of naval operations and forces.)

b. Security forces at Navy activities are composed of military and civilian personnel performing law enforcement or security functions for Navy installation/activity commanding officers. Military security forces include rated Master-at-Arms and Law Enforcement Specialists (Navy Enlisted Classification 9545), hereafter referred to as Navy Security Forces. Civilian security force personnel are either civil service employees who are locally hired (also referred to as Navy Security Forces) or contractor personnel. Whether composed of military, civil service, or contractor personnel, the commanding officer is expected to employ members of the security force in an overall coherent and integrated manner. Contractor personnel will not be assigned to perform law enforcement duties (reference (p) pertains).

c. To avoid unnecessary duplication of effort among host installations and their tenant activities and other installations/activities within the same geographical region, commanding officers are to integrate the efforts of their security forces whenever appropriate and feasible, and develop support agreements with local, state, and federal entities.

d. In overseas locations certain Navy activities are also protected by foreign nationals. In such cases, rules and policies governing these guards as part of the security force will be determined locally per applicable agreements.

0401. FUNCTIONS OF THE SECURITY FORCE. Security force functions fall into four general categories:

a. Provide force protection, e.g., deter and detect terrorism and criminal activity.

b. Prevent/deter theft and other losses caused by fire damage, accident, trespass, sabotage, espionage, etc.

c. Protect life and property.

d. Enforce rules, regulations, and statutes.

0402. SIZE OF THE SECURITY FORCE. The size of the security force is dependent upon many factors including:

- a. Size and location of the activity.
- b. Assets to be protected.
- c. Number of posts and the number of hours that each is manned.
- d. Degree of supervision that is appropriate considering the training and experience of security force members.
- e. Number, type, and size of restricted areas including the number of separate entry points.
- f. Use of alternate security support measures and effectiveness of mechanical or electronic security measures.
- g. Security force support provided by other agencies.
- h. Total daily population of the installation or activity and its composition.
- i. Regional coordination and integration of security force requirements and employment to avoid unnecessary duplication of effort.

0403. DETERMINATION OF POSTS

a. Guarding and security patrolling of areas must be commensurate with the importance of the area/assets being guarded and the threat. Since no two activities will present the same degree of risk or contain identical situations (e.g., combatant support vs. "campus"), it is impractical to set fixed rules to apply to all activities.

b. Commanding officers must ensure that an analysis of their command is performed to determine the number and type of posts required to provide optimum and cost-effective protection. Entry points will be limited to the minimum number required. Consideration should be given to employing alternate security measures such as electronic access control systems, electronic intrusion detection systems, closed circuit television, securing nonessential personnel and vehicle entry points, etc.

c. A general rule of thumb, but not a hard and fast rule, for estimating the number of personnel per post is that a post manned 24 hours a day, 7 days a week needs approximately six personnel. Such estimates and the general rule of thumb may be adjusted based on local experience and conditions.

d. See discussion in chapter 1 of required continuing review and assessment processes.

0404. SECURITY FORCE ORDERS. The commanding officer of each installation or activity will publish and maintain security force orders pertaining to each fixed and mobile post. These orders are the written and approved authority of the commanding officer for members of the security force to execute and enforce regulations. The concept of security force orders is as follows:

a. All security force orders will specify the limits of the post, the hours the post is to be manned and the special orders, duties, uniform, arms and equipment prescribed for members of the security force. Additionally, all orders will contain guidance in the use of force, as outlined in reference (1).

b. All security force orders will be brief, concise, specific and current. They shall be written in clear and simple language. Security force orders will be under constant review and updated as required. Manpower/funding constraints mandate continuing efficient use of available security force personnel. This makes it appropriate for the security officer to conduct a total detailed review of all security force orders at least semiannually.

c. Security force orders for military and civilian guards and police will be approved and signed by the commanding officer.

0405. ARMING

a. Authority to Arm Security Force Personnel. The authority to arm security force personnel is vested in the commanding officer by reference (1), or, in overseas locations, as governed by Status of Forces Agreements. In the exercise of this authority, commanding officers will comply with requirements in reference (1). Commanding Officer's afloat will determine when to arm ship's personnel. Once the determination is made to arm, weapons will be carried loaded as required by reference (m).

b. Navy military and civilian personnel regularly engaged in law enforcement or security duties shall be armed.

(1) Personnel assigned to ship, submarines and aviation squadrons standing watch onboard, pierside or on a flightline as a collateral duty are not generally considered as regularly engaged in law enforcement or security duty.

(2) No person will be armed unless currently qualified in the use of assigned weapons. In order to qualify, Navy military and civilian personnel performing physical security/law enforcement functions must satisfactorily complete the firearms training outlined in reference (m).

(3) NO CONTRACT GUARD WILL BEAR FIREARMS ON BOARD A NAVY INSTALLATION OR ACTIVITY UNTIL WRITTEN CERTIFICATION OF

May 1, 2001

QUALIFICATION MEETING NAVY STANDARDS (reference (m) pertains) IS PROVIDED BY THE CONTRACTOR, AND THE GUARD HAS SUCCESSFULLY COMPLETED TRAINING IN THE USE OF FORCE RULES OF ENGAGEMENT. In addition, contractors must comply with provisions prescribed by the state in which the contract is administered, including current licensing and permit requirements.

0406. USE OF FORCE INCLUDING DEADLY FORCE. Mandatory requirements and guidance concerning use of force including deadly force are outlined in reference (1).

0407. PRIVATELY-OWNED (PERSONAL) WEAPONS PROHIBITED

a. THE USE AND/OR POSSESSION OF PRIVATELY OWNED (PERSONAL) WEAPONS AND AMMUNITION BY MILITARY AND CIVILIAN PERSONNEL WHILE IN THE PERFORMANCE OF ASSIGNED DUTIES IS STRICTLY PROHIBITED.

b. Only Government-owned weapons and standard military ammunition officially issued for on-duty use in the performance of law enforcement/physical security functions may be carried by security force members.

c. Off-duty security force personnel are not authorized to keep government-owned weapons in private residences, either on or off the installation. Government-owned weapons will only be stored in approved security containers or armories per reference (e). Weapons must be returned to approved storage after completion of duty or training.

0408. COMPOSITE SECURITY FORCE

a. When a composite security force is in place, civil service, contract, and military assets will be employed in an overall integrated, coherent manner. Contractor personnel will not be assigned to perform law enforcement duties (reference (p) pertains).

b. Integration of Police and Fire Protection. The security officer may supervise both protection forces as separate functions. Except for consolidation of alarm monitoring and central dispatch of security, fire protection, and rescue forces, activities will not normally consolidate or integrate police or guard forces with fire protection forces. In any event:

(1) The capability must exist to accommodate urgent and simultaneous requirements for responses by fire/rescue and by security forces whether to related or unrelated emergencies.

(2) The need to perform one of these missions must not become the reason why the other mission cannot be timely and adequately performed.

(3) Each requires personnel who are specifically and adequately trained and equipped (including the ability to maintain simultaneous communications) for each mission.

0409. MARINE CORPS SECURITY FORCES (MCSF). MCSF are available to support Navy Security Forces under specifically validated situations to protect priority assets. Other mission, functions,

requirements, and guidelines concerning MCSFs are discussed in reference (q).

0410. CIVILIAN MEMBERS OF A COMMANDING OFFICER'S SECURITY FORCE.

a. General Requirements. In general, security force personnel should be physically agile, mentally alert, and possess good judgement.

b. Contracting for Guard Services

(1) Scope. This paragraph applies to the procurement of existing or new contractor guard service (as permitted by existing law) requirements within the Navy.

(2) Policy

(a) Contractor personnel will not be assigned to perform law enforcement duties (reference (p) pertains).

(b) All contract guard services will be obtained through the Naval Facilities Engineering Command (COMNAVFACENGCOM), except when COMNAVFACENGCOM advises that these services are to be obtained through the General Services Administration.

(c) The current edition of the joint Naval Criminal Investigative Service/COMNAVFACENGCOM Guard Services Contract Performance Work Statement (NOTAL) (reference (p)) will be used as the applicable statement of requirements. These requirements may be revised by COMNAVFACENGCOM to include any additional requirements for Navy contracts that may become appropriate or required per other authorities.

(d) Contract guard personnel performing guard services on board a Navy installation or activity within CONUS shall have a completed favorable National Agency Check prior to assignment.

c. Civilian Civil Service Members of Security Force. Minimum Civil Service qualifications of security force personnel are specified in Civil Service qualification standards. Positions will be classified based on duties actually performed.

0411. AUGMENTATION OF SECURITY FORCE FOR EMERGENCIES. As part of the crisis management portion of the Physical Security Plan, plans must be prepared for security force personnel to provide additional security, as required, during emergencies to include providing for augmentation by the Auxiliary Security Force (ASF) and other additional personnel and equipment. These plans should also provide for the essential training of augmentation personnel and rapid identification and acquisition of emergency equipment and supplies.

0412. ASF

a. General. All Navy installations (or regions) with a military population will form an ASF. The parent Echelon 2 command may approve alternate measures to this requirement. The ASF is used to augment the installation's permanent security force during increased threat conditions, or when directed by the host command. It will be responsive to the overall direction of the installation security officer.

b. The size of the ASF will depend largely on the size of the installation, criticality of assets to be protected and the number of personnel required to man additional security posts to protect mission essential assets. As a guide, the ASF should be sized to permit full manning of posts and patrols required in threat condition delta and sustain that security posture for at least 5 days.

c. Composition. The ASF will be composed of permanently assigned military personnel from the host and tenant activities. It should be organized into two watches and should include supervisory personnel as well as individual post standers. ASF personnel will meet Navy standards for weight and have passed the physical fitness test prior to assignment. Additionally, individuals will be mature, possess sound judgement, have no drug or alcohol dependency, and have no non-judicial punishment, nor civil (other than minor traffic violations) or courts-martial convictions in the previous 2 years.

d. Training

(1) Personnel assigned to the ASF will be trained in antiterrorism skills by Marine Cadre, or by Mobile Training Teams from the Marine Corps Security Force (MCSF) Battalion, or by Navy security personnel who are graduates of the cadre school.

(2) Following initial training and weapons qualification, ASF members should be assigned security duties 2 days a month as a means of continued training. Furthermore, the entire ASF should be employed in conjunction with a semiannual installation force protection exercise realistically tailored to prepare members for operational commitments or other incidents that may occur within their areas of responsibility. The intent is that ASF members use rather than lose the skills that they learn during training.

(3) All ASF personnel will be qualified with the type of weapon assigned and will periodically receive training in the use of force per chapter 9 of this manual.

(4) ASF training schedules are to be established and monitored by the security officer.

(5) Appendix V contains minimum training requirements for the ASF.

(6) ASF training records for military personnel shall accompany the member to his/her next duty station for the benefit of informing the gaining commanding officer of the ASF training already received by the member.

e. Weapons and Equipment. The host installation (or regional) command will provide ASF personnel with weapons and equipment necessary to perform the missions described here.

(1) Establishment of small arms/weapons allowances will be requested by the host installation or regional command per reference (r).

(2) Initial issue and replacement of small arms/weapons will be provided at no cost to the requesting activity per reference (r). All other security equipment and uniforms should be ordered through the Navy supply system.